**党支部 月考勤统计表**

支部名称：

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| 序号 | 姓名 | 党内职务 | 出勤情况（时间） | | | | 个人签名 |
| 参加 | 事假 | 病假 | 其他 |
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考勤员： 支部书记签字： 年 月 日

注：

1、此表每月一式两份，报学院党委一份，各党支部留存一份备查。

2、备注中注明人员履行请假申请手续情况。